

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be updated regularly to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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A. General Information

Grantee Name	State of California
Name of Entity or Department Administering Funds	Department of Housing and Community Development, Division of Financial Assistance
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Dan Apodaca
Title	Homeless Operations Programs Manager
Address Line 1	1800 3 rd Street, Room 390-4
Address Line 2	
City, State, Zip Code	Sacramento, CA, 95811
Telephone	(916) 327-3633
Fax	(916) 323-6016
Email Address	dapodaca@hcd.ca.gov
Authorized Official (if different from Contact Person)	Chris Westlake
Title	Deputy Director, Division of Financial Assistance
Address Line 1	1800 3rd Street, Room 390
Address Line 2	
City, State, Zip Code	Sacramento, CA, 95811
Telephone	(916) 322-1560
Fax	(916) 327-6660
Email Address	cwestlake@hcd.ca.gov
Web Address where this Form is Posted	http://www.hcd.ca.gov/econrecov/

Amount Grantee is Eligible to Receive*	\$ 44,466,877
Amount Grantee is Requesting	\$ 44,466,877

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

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B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: The Department's Updated Consolidated Plan for 2009-10 included a preliminary summary of the ARRA-HPRP, and was available for 30-day public comment on April 1, 2009. Additionally, the draft Amendment to the State's Consolidated Plan specific to the HUD Notice regarding ARRA Homelessness and Rapid Re-Housing Program will allow a minimum 12-day public comment window as required in the HUD HPRP Notice. Stakeholder input continues with homeless advocates and service providers. Public comments and input will be taken at three separate hearings located throughout the state; and in accordance with the Public Notice procedure used for the Updated Consolidated Plan for 2009-10.

The Department's Revised Updated Consolidated Plan for 2009-10 will be available for public comment for 12 days beginning July 31st as required in the HUD HPRP notice. Public comments and input will be taken in person in Sacramento, as well as by email or telephone; and in accordance with the Public Notice procedure used for the Updated Consolidated Plan for 2009-10.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- ☐ Grantee did not receive public comments.
- ☐ Grantee received and accepted all public comments.
- ☐ Grantee received public comments and did not accept one or more of the comments.

(To be completed after public comment period.)

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

(To be completed after public comment period.)

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant

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agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

**Requesting a change from the currently approved to "Competitive Process" only, this allows Non-Entitlement and Entitlement applicants to compete. Please see #2 description.*

1. Check the process (es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.
☒ Competitive Process
☐ Formula Allocation
☐ Other (Specify _____)
2. Briefly describe the process (es) indicated in question one above (limit 250 words).

Response: California Department of Housing Community Development, (HCD), will issue a Notice of Funding Availability, (NOFA) and HPRP Application, which will allow the Department to receive competitive applications and make awards to eligible applicants serving both the HUD Non-Entitlement and Entitlement areas that are identified in the HUD Notice dated March 19, 2009 regarding HPRP funding. Applications received will be reviewed for minimum threshold elements. HUD Non-Entitlement areas will receive bonus points of 75 points.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to sub grantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

**There were no changes made to the following response. See below.*

Response: HCD is currently developing the NOFA, Application and related documents needed to ensure the fiscal responsibility of allocating HPRP funds and having contracts out for signing by grantees by September 30, 2009. In an effort to provide an early notification on HPRP, a preliminary letter was sent regarding the HPRP general requirements to the Homeless Section Interested Parties List. HCD will issue a NOFA and Application on June 30, 2009, with an application due date of July 30, 2009. Applications will be reviewed, rated and ranked by August 30, 2009. Award letters will follow, and Standard Agreements with sub-grantees will be sent out by September 30, 2009. HCD will engage in substantive planning discussions with each agency regarding projected budgets, strategic implementation; and provide technical assistance to ensure all sub grantees have proper training on the content provided in HUD's Notice on HPRP, dated March 19, 2009, as well as the reporting and fiscal requirements attached to the State's Standard Agreement, and federal certifications that apply.

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4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its sub grantees (limit 500 words).

**There were no changes made to the following response. See below.*

Response: HCD will be issuing a competitive HPRP Application. Each eligible application received will be evaluated according to the following general threshold categories: Program Capacity; Proposed Services and Collaboration/Network; Fiscal Management; and Outreach Activities in order to be rated, ranked and awarded HPRP funding. Applicants will be encouraged to submit collaborative Multi-Agency applications showing the level of need, collaboration among direct service providers, targeting strategies, and the estimated Drawdown Schedule of HPRP funds. HCD shall contract with each sub-grantee utilizing the Department's Standard Agreement. The Standard Agreement shall be developed with provisions within the HUD's Notice and OMB guideline as may be received. HCD shall maintain the necessary fiscal reports and/or HUD forms that will ensure the tracking of fund advances, expenditure of funds, program fund use in accordance with approved budgets, and reporting for Quarterly Reporting; and the reporting data to be included in the preparation of the Annual Performance Reports. HCD shall implement forthcoming HUD instructions on the report form(s). HCD staff shall track expenditures and offer technical assistance to sub-grantees to ensure funds are expended within the required time and that costs are allowable under the HPRP program guidelines. Site monitor visits shall start after the first cash draw down to ensure fiscal controls are in place. Annual Risk Assessments will be conducted to determine the expenditure flow and program delivery as contracted. "Site monitoring" will be conducted throughout the contract period on those sub-grantees that may be determined by the Department as "high risk". Site monitoring visits shall determine the level of risks, issue a "findings report", and if applicable, devise an "Action Plan" to address any deficiencies identified in the monitoring report. "Desk Audits" will be performed by HCD on those sub-grantees rated a "medium risk". As with site monitoring visits, the desk audits shall identify any deficiencies, issue a "Findings Report", and if applicable devise an Action Plan to address any deficiencies. HCD shall place all relevant program forms and documents on its website. With the exception of "Administration Costs", budget flexibility within major budget activities of "Financial Assistance"; "Housing and Relocation & Stabilization Services" and "Data Collection and Evaluation" shall be allowed to the extent proposed budget changes are critical to the delivery of services.

Additionally, no later than One hundred and twenty (120) days before the end of the two-year period ending September 30, 2011, all contracts will be evaluated for expenditure flow. Subgrantees with challenges spending their respective funds within the two-year deadline will be provided technical assistance that may

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enhance their expenditures; or funding may be reallocated to existing sub-grantees with a demonstrated need. Subgrantees not meeting the program guidelines and contractual obligations under the Standard Agreement may be subject to termination and/or sanctions.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

**There were no changes made from the currently approved Amendment to the Consolidated Plan submitted on May 18, 2009. See below.*

Response: HCD currently provides an array of programs specific to the needs of the homeless and persons at risk of homelessness. HCD's federal Emergency Shelter Grant program (ESG) under McKinney-Vento Act provides one or two-year "operational grants" to the HUD Non-Entitlement areas of the State. Additionally, the State Emergency Housing and Assistance Program-Capital Development (EHAPCD) grant offers deferred loans to emergency shelters and transitional housing providers for the acquisition, new construction, and/or Rehabilitation of emergency shelters and transitional housing projects statewide. The Housing Assistance Program, (HAP) operated by the Department as part of the HUD Section 8 Program additionally serves a low-income population at risk of becoming homeless. HCD will outreach and collaborate with our current sub-grantees directly and/or through our notification to our joint "Interested Parties List". High priority will be placed on collaboration of services that are in alignment with the respective Continuums of Care, including accessing local, state and federal programs. The Notice of Funding Availability (NOFA) and Application will be widely distributed to our Interested Parties, and cities and counties throughout the State. HCD will be encouraging communities within counties to plan and collaborate in the delivery of a comprehensive and efficient Homelessness Prevention and Rapid Re-Housing Program. Efforts by HCD and housing advocates throughout the state have communicated the need to combine resources and services in meeting the needs of the homeless and those persons at risk of becoming homeless. HCD shall widely announce the HPRP program through the HCD website. Other state and federal agencies shall be notified of the HPRP funding program under ARRA of 2009. Funding offered by other agencies in support of homelessness prevention will be encouraged through the application process.

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The Department is working closely with the State HOPWA program to make sure its program stakeholders will have access to the Department's HPRP funded programs. The Department's CDBG Program, HOME Program and NSP Program are all collaborating to maximize our program delivery and continue to provide safe and affordable housing statewide; as well as providing leverage and accountability in meeting the ARRA funding requirements.

To date, the Department has conducted HPRP Presentations in Sacramento, Colton, California in southern California; and in Merced, California in the central valley.

As part of our Notice of Funding Availability and Application, the Department has included information on the various agencies scheduled to receive ARRA funding. All applicants under HPRP will be provided technical assistance from the staff on accessing other funding sources such as: TANF, SSI.

The Department will be conducting HPRP workshops starting July 9, 2009 in Sacramento which will highlight not only the Department's HPRP program, but other state programs offering ARRA programs: Dept. of Education; Dept. of Labor; Health and Human Services; FEMA.

Governor Schwarzenegger signed Executive Order S-02-09 on March 27, 2009, which tasked the director of the Governor's Office of Planning and Research with creating and leading the Federal Economic Stimulus Task Force (California Recovery Task Force).

Further, the Executive Order outlined the membership of the Task Force as follows: Chief Deputy Director of the Department of Finance; Chief Operating Officer of the Department of Finance; Chief Information Officer; Director of the Governor's Constituent Affairs office; and the Chief Deputy Director of Communications. In addition, the Task Force also includes top ranking members of state agencies and departments as determined by the director of the Governor's Office of Planning and Research.

Membership includes:

*Cynthia Bryant, Director, Governor's Office of Planning and Research
Ana Matosantos, Chief Deputy Director, Department of Finance
Tracy Arnold, Director for Jobs and Economic Growth, Governor's Office
Jeffrey Barker, Deputy Communications Director, Governor's Office
Marjorie Berte, Undersecretary, Business, Transportation and Housing Agency
Laura Chick, Inspector General
Jaime Fall, Deputy Secretary, Labor and Workforce Development Agency
Todd Ferrara, Deputy Secretary for External Affairs, Resources Agency
Kathy Gaither, Undersecretary, Office of the Secretary of Education
Lynn Jacobs, Director, Housing and Community Development Department
Will Kempton, Director, Department of Transportation*

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*Fred Klass, Chief Operating Officer, Department of Finance
Joe Munso, Undersecretary, Health and Human Services Agency
Luis Portillo, Director of Constituent Affairs, Governor's Office
Teri Takai, Chief Information Officer
Robert Tse, Deputy Secretary, Department of Food and Agriculture
Patty Zwarts, Deputy Secretary, California Environmental Protection Agency*

The Task Force is responsible for:

- 1. Taking the lead responsibility for helping to ensure that our state receives the optimal benefit from American Recovery and Reinvestment Act (ARRA) and that its funds are deployed strategically and in a manner consistent with federal requirements.*
- 2. Establishing a systematic method for collecting, creating standards for and centrally locating all information regarding the uses, status, outcomes and accountability of ARRA funds that will be coming to California.*
- 3. Ensuring public accessibility to information about the programs funded under ARRA, provide transparency in their implementation and conduct auditing and accountability of public funds.*
- 4. Establishing inter-agency agreements within state government or pursue legislation, or both, to ensure necessary resources are provided for Task Force operations consistent with its goals and mission.*

The California Recovery Task Force participants are supportive of the necessity of providing a coordinated approach to serving those at-risk of homelessness and those currently homeless and are working together to identify critical synergies to ensure coordination of ARRA funds.

It is the intent of the Department to encourage applicants to coordinate their efforts with local agencies that have or will receive other ARRA funds. We agree a coordination of services through government agencies allows for synergies within communities as they address their residents' needs.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

**There were no changes made to the following response. See below.*

Response: HCD participates with regional Homeless Roundtable efforts in assessing the needs of the homeless and devising systems and programs to minimize or eliminate homelessness in the State, as well as, preventing discharges

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to homelessness. Resource development and collaboration of services are crucial to addressing the problems and underlying reasons for homelessness. HCD is requiring all sub-grantees to work within their established Continuums of Care (CoC) or whichever communitywide organization is established to plan and address homelessness. Additionally, where Ten-Year Plans exist, sub-grantees will be required to show how their respective program fits into their Ten-Year Plan. The State of California and HCD and its sub-grantees have a long history of collaboration. HPRP activities are consistent with the State's Consolidated Plan and strategies. The State's EHAP-CD program utilizes the "Local emergency Shelter Strategies" developed by area Designated Local Boards. HCD's current sub-grantees presently work with housing providers, service providers, mainstream resource representatives, private citizens, government and other community members.

Collaboration will take place through a variety of methods including referrals, MOUs, telephone conversations, written communications and stakeholders meetings. HCD staff will coordinate closely with sub-grantees to identify and establish referral processes and link HPRP participants with mainstream opportunities such as employment, veteran services, TANF, Section 8, health care and other services. Coordination will include planning and processes for coordinating existing prevention and rapid re-housing activities in communities statewide. Collaborations between applicants and service providers will be reassured with the use of MOU's and service provider agreements.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

**There were no changes made to the following response. See below.*

Response: HCD's 2005-2009 Consolidated Plan identifies needs and strategies for assisting the homeless or persons at risk of homelessness to achieve housing stability through prevention and re-housing strategies. Serving the very low income and homeless population through HCD's existing Emergency Shelter Grant Program (ESG) within the HUD Non-Entitlement areas clearly assists with the need for "operating funds" for emergency shelters and transitional housing programs; and allows for the continuum of care to provide for the upward mobility of the homeless from shelter-to-transitional housing-to permanent supportive housing. Although "homeless prevention" activities are allowable under the federal ESG Program, the homeless prevention activities are limited due to funding levels given the State, as well as the limitations inherent due to the "match requirement". HPRP funds allow the State and its sub-grantees the opportunity to directly and greatly implement a collaborative effort in meeting the needs of the

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homeless and persons at risk of becoming homeless. Additionally the HPRP funding allows the State to serve not only the HUD Entitlement areas; it may additionally serve HUD Entitlement cities and counties that get HUD HPRP funding directly.

The State's Consolidated Plan identifies the need to expand housing and provide stabilization and other case management services to help homeless persons access and sustain housing.

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E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

**There were no changes made to the following response. See below.*

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 15,118,738	\$ 12,895,394	\$ 28,014,132
Housing Relocation and Stabilization Services ²	\$ 8,804,443	\$ 978,271	\$ 9,782,714
Subtotal (add previous two rows)	\$ 23,923,181	\$ 13,873,665	\$ 37,796,846
Data Collection and Evaluation ³			\$ 4,446,687
Administration (up to 5% of allocation)			\$ 2,223,344
Total HPRP Amount Budgeted⁴			\$ 44,466,877

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

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F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Title

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